

27 February 1961

Details Related  
to  
AGENCY FILE FOLDER LABELS

A. Between November 1959 and October 1960, Agency Supply issued:

KRAFT FILE FOLDERS

<u>Issued</u>	<u>Type</u>	<u>Stock No.</u>
104,450	Plain - Legal Size	Old No. Changed
48,700	Plain - Legal Size	7530-200-4308
106,933	Fastener in 1st Position - Legal Size	7530-559-4512
78,625	Fasteners in 1st and 3rd - Legal Size	7530-H05-4920
9,025	Fasteners in 2nd and 4th - Legal Size	7530-H05-7231
36,000	Plain - Letter Size	7530-H05-0031
36,050	Fastener in 1st Position - Letter Size	7530-H05-4439
31,567	Fastener in 1st and 3rd - Letter Size	7530-H05-4921
<u>2,000</u>	Fastener in 1st and 4th - Letter Size	7530-H05-6686
<u>TOTAL</u> 453,350	(Legal, Plain cost about 1.5¢ each; with 1 fastener 4.9¢ each)	

FANFOLD - GUMMED LABELS - (Boxes of 500)

<u>Stock Level</u>	<u>On Hand</u>	<u>Issued</u>	<u>Type</u>	<u>Stock Number</u>
120	206	103	Green	7530-551-3655
240	194	313	Pink	7530-551-3656
220	177	152	Buff	7530-551-3657
350	144	155	White	7530-551-3658
100	<u>277</u>	<u>003</u>	Blue	7530-551-3659
<u>TOTAL</u>	998	726	(Cost 16¢ per box of 500)	

- B.
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|------|--|
| GS-3 | Annual Wage - \$3,760 or \$1.80 per hour |
| GS-4 | Annual Wage - \$4,040 or \$1.95 per hour |
| GS-5 | Annual Wage - \$4,345 or \$2.10 per hour |

Our tests show that on small jobs (labeling 15 folders) a girl is one to two minutes faster when using adhesive labels than when she uses gummed labels. On larger jobs (100 folders) the time difference multiplies rapidly. She completes the job in half the time (18 minutes vs. 36) and the quality of her finished product is twice as good.

- C. *the* Several years ago administrative processing cost of one requisition was estimated to be about \$25. Today that paperwork cost is estimated to have risen to about \$45 according to calculations of Supply Control Branch, Supply Division, Office of Logistics. Conservatively we use \$30 in our estimate in this study.

- D. Last year the Agency issued 726 boxes of gummed labels (350,000) costing \$116. About 1,450 boxes of adhesive labels (360,000) will cost about \$454, an increase of \$348 per year. However, this increase can be neutralized by elimination of the 10 or 15 requisitions certain to develop each year until adhesive labels are standard stock items. Also I believe this increased cost will be more than compensated for by the clerical time saved each year when applying 300,000 adhesive rather than gummed labels to folders. In 1959 GSA charged 50¢ per box of adhesive labels and in 1960 their cost dropped to 32¢ per box. A similar drop in the future because of increased orders would not be uncommon. Use of adhesive labels will eliminate future need for additional supplies of moistening equipment required in offices using gummed labels.

- E. Substitution of a new and preferable stock item usually cuts down requests for the old item. Total loss of supplies in this case would be the \$160 worth of labels in the warehouse as of January 1961, as indicated above in paragraph A.

- F. One final, related matter needs a detailed explanation:

(1) Last Summer, an Agency employee recommended stocking of adhesive "Identification" labels as a substitute for the Dennison 2" x 4" Gummed Labels used on packages. The suggestion was adopted and a few dozen boxes were purchased and put into the Warehouse. They are in 3 sizes (approx. 2x4, 1x3, and 1/2x1 3/4) with Agency Stock No. 7530-H00-5115 thru 5117.

(2) These "identification" labels cost \$1.25 per box or \$2.50 per 500 labels compared to 64¢ per 500 adhesive "file folder" labels. These "identification" labels are too costly to be used for files. Records Management Staff was not consulted about adopting the suggestion or stocking of these labels.

(3) During the Winter of 1959 and Spring of 1960 and 1961 this Staff has conducted 10 Filing Workshops attended by 457 Agency employees. The training included: Filing Systems, Procedures, Equipment, and Supplies. Naturally questions were raised as early as November 1959 concerning availability of adhesive file folder labels. At that time the folder labels were in the GSA catalog, were used in several government agencies, and were recommended in lectures given by National Archives and Records Service. Every Workshop group was told these labels were NOT stocked by this Agency. They also were told that when they had a large file-labeling project which justified the added expense they could order them on special requisitions if their offices were willing to budget funds for them. Last month more questions were raised. These questions included the "identification" labels and their use on files. Such a label substitution we have discouraged because of the cost.

(4) The stocking of the recommended adhesive "file folder" labels will probably eliminate the confusion and expensive misuse connected with the "identification" labels in your supply system.